



PROVIDENCE HALL CHARTER SCHOOL

Minutes
Providence Hall - Board of Trustees Meeting
Thursday, April 10th, 2014

MEETING CALLED TO ORDER BY ROBB ENGER AT 5:00 pm:

- **ROLL CALL:**

Board of Trustees members present: Robb Enger, Sonya Peterson, Melanie Kingdon, Londyn Nelson, Alicia Hansen, Laurie Compton

- **Others Present:** *Erin Preston, Bryan Thatcher, Nate Marshall, Shannon Singleton, Erica Hancock, Jodi Lusty, Rebecca Strait, Kathy Watson, Max Meyer, Beverly Ledward, Paige Andersen, Alison Pocock, Lynne Roux, Burgandi Keddington, Beki Johnson, Nicole Hale, Deena and Scott Oberg, Evann Howlett, Brian Favre, David Neal (Skype) and Shad Stevens.*

- **PUBLIC COMMENT: (Must be turned in 48 hours in advance and no longer than 3 minutes.)**

Nicole Hale: Son Jonathan causing the evacuation of the school by punching in some numbers into the box attached to the wall. Admitted guilt and came to the office. Nicole recommends that the boxes need to be labeled for future safety of students and re-word our suspension rules and regulations. Mrs. Hale spoke with Mr. Marshall about this at an earlier time.

- **PUBLIC PRESENTATION:** None

ROBB ENGER:

- **Item of Discussion:** *Follow Up Questions and Comments from Previous Meeting*
No questions or discussions.
- **Item of Discussion:** *Approval of March BOT Minutes*

MOTION BY ALICIA HANSEN TO APPROVE THE BOARD MINUTES FROM THE MARCH 13TH BOT MEETING. 2ND BY LAURIE COMPTON. VOTE IS UNANIMOUS IN FAVOR.

SHANNON SINGLETON:

- **Item of Discussion:** *USOE Audit Findings*
The USOE and School Finance Division and Internal Audit Department have completed their annual review of our AFR, APR the fiscal year 2013 audited financial statements, and the management letter. This review is conducted as UCA 53A-1-402. Based on the review, there were no material weaknesses, significant deficiencies, or significant findings that require follow up for FY13 Audit. This is a big

accomplishment and we thank the Providence Hall Board, Business Office and staff on this great review.

- **Item of Discussion: Introduction of Principal**
Brian Favre and Shad Stevens present, David on Skype. They will be meeting with the Board later. The administrative team has vetted out three candidates to be considered for Junior High Principal. We would like to introduce them to the board followed by board interviews.

DEENA OBERG:

- **Item of Discussion: Administrative Review Summary for Lunch Program**
Our Nutritional Department recently completed our Administrative Review. The USOE Child Nutrition Program is required to complete an Administrative Review for all LEA's participating in the National School Lunch Program. The AR is conducted once in a three year cycle and consists of assessing the meal access and reimbursement system, nutritional quality and meal pattern, resource management (program finances), and general areas of the program. The purpose of the AR is to ensure program compliance, offer technical assistance and acknowledge the good things done. If necessary, a corrective action plan is developed and fiscal action is assessed.
Our overall review was very positive. They offered positive feedback, some technical assistance, and a few follow up items for us. The State had wonderful things to say about our relatively new program here at Providence Hall.
Board commends Deena on a fantastic job well done.

NATE MARSHALL

- **Item of Discussion: High School Update**
March 4th School-wide ACT testing results. Average was 20. Our target number is 24.
SAGE Testing in progress.
IB Information night a success, well attended.
Student Talent Show is April 4th. Student awards assembly and pep rally prom, April 23rd.
Junior High Stomp is April 25th.
Parent Suicide and Drug Prevention night on the 29th of April.
National Honor Society Retreat is May 1st-4th.
AP course testing on May 8th-14th.
Patriot Day 5K and Spring Carnival May 17th.
MYP Graduation and Celebration Night, May 20th.

MTSS team has been working all year on developing our RTI process. We have trained teachers on possible interventions for struggling students, evaluating efficacy of interventions and informing decisions using data, differentiating will vs skill, and moving students to Tier 2 and 3 if interventions are ineffective. We have begun working on the transition to SPED services if needed.

Advertising for the new high school is going well. We have done the direct mailers, flyers for businesses, banners, door hangers, and are reaching out to local charter schools to send flyers to their 8th and 9th graders. We also have Facebook ads.

Skyward conversion is coming along as scheduled.

We are working on furniture and equipment for the High School.

Teacher evaluations are in progress. All teachers have been assessed once and 40% have been evaluated twice. Our goal is to evaluate new teachers 3 times and all other teachers twice.

ERICA HANCOCK

- ***Item of Discussion: School Clubs Policy***

I know we have discussed a policy for after school clubs at a few board meetings, and I believe you have even had the chance to see the policy before, but as an admin team we did not feel like there was a decision made or finalized, so we would like to put the policy to a vote.

We feel that the clubs and activities that have been proposed at the school up to this point have been worthwhile and speak to the mission and vision of the school, however, as we continue to expand and grow we feel like it would be beneficial to have a policy that will help us ensure the activities we support through the school continue to be in line with that mission and vision.

The admin team and Shannon have all had an opportunity to review the policy and feels that it is detailed enough to provide us the appropriate amount of structure and support to safeguard the students and the school, while still being easy enough to read and find the correct definitions and clarifications of different kinds of clubs and activities.

We ask for a vote to adopt this School Clubs Policy in order for us to put this in effect.

MOTION BY LAURIE COMPTON TO APPROVE THE PROVIDENCE HALL CLUB POLICY. 2ND BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.

- ***Item of Discussion: Junior High Update***

Upcoming activities include JH and HS soccer teams are participating in practices and games and having a good time playing and participating.

We are starting to set up summer camps for some of our fall sports. Mr. Murry and others are having basketball open gym and are planning some summer camps for students interested in participating in the fall. Other sports, drama, and some of our music will also be holding some summer activities and camps for the students throughout.

Our advisory committee met this week to come up with more plans to go through the rest of the school year. They plan the lessons that our classes teach during advisory every morning touching on different aspects of IB---mission statement, learner profiles, approaches to learning skills, and international mindedness.

Our IB committee that meets every other week to discuss ways we can implement some of the standards of IB better within the school. One of the recent items that we have been discussing is ways to have our kids be more action minded and have more curricular ties to action both inside and outside of the school. We started with the “Becoming the Change You Want to See in the World” campaign, where students could perform service to their family, or school, and were competing against each other in advisory classes to be the ‘winner’ of the week. Now we are shifting the focus a little and trying to make it tie in to the curriculum better and teaching them how they can take action on the concepts and ideas they are learning about.

Hiring for the Junior High is in progress.

Teacher evaluations are on-going and progressing. We have finished a few rounds of evaluations on all our teachers, and are continuing to perform evaluations as we go throughout the rest of this year. Most of our teachers are doing an excellent job in the classroom and we are pleased with what we are seeing.

Update: We are continuing to work on our implementation of the IB program within our school. With the changes that are happening in MYP right now and that will continue to come out over the summer, both our IB committee, those that we are sending to training right now and myself are looking over the changes and coming up with a plan for how we will train all the new teachers and get them to understand and implement MYP within their classrooms and throughout the school. We are working on Manage Bac, uploading resources and learning how to use it as an effective communication tool between teachers, parents and students.

KATHY WATSON

- ***Item of Discussion: Dress Code Policy***

The dress code seems to be a topic every year among students, staff and parents. The dress code has been adjusted several times to allow some variety to our students. However, it seems to cause a bigger problem enforcing the dress code when some areas are left more open such as sweaters and sweatshirts. This school year the envelope has really been pushed with the style of sweaters and sweatshirts. Parents complain the dress code is not enforced and the staff complains that the parents continue to allow the students to wear non-dress code attire. One thing is clear, there is too much time spent on trying to enforce dress code (by parents and staff) when it needs to be focused on learning. The admin has discussed the dress code in length and is presenting an extremely tight dress code which will hopefully eliminate the problems we are seeing. Students will still be able to express themselves on dress down days.

A sample dress code poster is attached. Once the final decision is made, a final poster will be made and emailed to parents as well as displayed at all upcoming events. A selection of sweaters and sweatshirts will also be designed and ready for purchase by June. Most will need to be ordered but small supply will be kept on hand.

MOTION BY LAURIE COMPTON TO APPROVE THE PROVIDENCE HALL CHARTER SCHOOL DRESS CODE. 2ND BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR

- ***Item of Discussion: Elementary Update***

Committee Update: Admin and staff are working on a recommended list of committees for the 2014-2015 school year. The committees will range from simple building activities to overall school improvement and development. Some committees are required for AdvancEd accreditation as well as IB. The committees will need both parents, board members and staff members.

Anticipated Changes: We have some staff members that will not be returning next year due to life changes, but hope at a future date to return to Providence Hall. We have already started the interview process and have some fantastic applicants.

Teacher evaluations are going well. Our staff range from 2-4 formal observations a year based on their years at PH. There are also drop-in observations throughout the year. Once all evaluations are complete then Jodi and I will work together to complete the summative evaluations. These are then shared with the teachers and their 2014-2015 salary increase will be given. We hope to have all summative evaluations complete by the middle of May.

Summary of Recent Events:

Parent Teacher Conferences had a great turnout, along with the book fair.

March Professional Development: As a staff we have recognized some areas of concern in the LA, especially in the area of writing and grammar. The staff spent part of PD learning how to better utilize the Fountas and Pinnell Reading Benchmark system. There is more information which can be obtained from the benchmarking which would better prepare our teachers to meet the needs of their students. The second half of PD our staff had open discussions about which language arts program would best meet the needs of our school. They did not agree so the discussions were important to all of the different viewpoints and grade level needs. Then as a building the staff will be voting by Friday on a new program to be implemented next year. The teachers are also going to work on creating some overall school expectations for writing, reading and grammar. This was a great day and made our staff really look at the type of teaching they would like to do in their classrooms.

Daddy Donut Day a success and the kids had a lot of fun with our St. Patrick's Day rainbow.

Curriculum/Benchmark: Students and Teachers have been preparing for the SAGE assessment. The school completed reading benchmarks at the end of January. Our second round of Dibels is also completed. We compared the two assessments to determine those students who are struggling and are brought to grade level meetings to determine reading intervention needs. All students who need reading intervention are now in the intervention program. We are planning on having the last benchmarks and Dibels take place at the end of May and will review intervention at that time for next year.

SHANNON SINGLETON

- ***Item of Discussion: H-Wire Agreement FY15***

As Providence Hall grows into a three campus school and adds additional students and faculty, the need for increased IT services and support is evident. H-Wire would like to propose the opportunity to act as our IT consultant as well as continue to provide services and support as in previous years. We have removed the ability for H-Wire to bid on any procurement items or services in order to allow us to receive the consulting without creating a conflict of interest or the potential for a conflict. This new agreement includes the additional consulting fee and another part-time IT person at the High School in addition to Mike Mason.

The Board recommends obtaining more bids and will address this in a future Board Meeting.

ERIN PRESTON

- ***Item of Discussion: Construction Update***

There was significant theft of construction equipment on Friday night. The cost of the loss will be covered by Sahara's insurance, but replacing the equipment did cause some delays in construction. I have met with Melanie and Alicia and have selected colors for stage curtain, bleachers, dividers, pads, etc. in the gym.

I met with Melanie and re-designed gym floor with mascot, Patriot and PH markers, and selected colors for stain of Jazz floor portions. We also worked with Nate and determined that our PHHS field would be able to accommodate a soccer and lacrosse sanctioned field with minimal to no modification, but that a regulation sized rugby field would be nearly impossible.

Rebecca Peterson has now completed landscape design. The sprinkler system design/build is now being bid out. Rebecca has recommended preliminary plantings for landscape site compatible with climate, low maintenance, etc. These items will be finalized based on bids prices of the sprinkler bids and cost/availability of plant options.

I have met with Herriman P&Z officials about our traffic plan and seminary modular placement. They have now agreed to not require either medians or rolled medians, but just striping on the street with the design we proposed in planning and zoning. The one added requirement we have is to have traffic cone plan where we will put cones out each day in a couple of high-risk areas as needed – certainly for the first weeks of school. Additionally, we will need more signage on the additional crosswalk. Herriman

officials also approved placement of the LDS modular on our site if we can work it out legally. They do not object to the site placement from a P&Z perspective though.

Due to multiple factors we have lost a couple of days on the schedule. Construction superintendent and construction manager have now built a recovery schedule and have met with all subcontractors to implement new schedule and have met with all subcontractors to implement new schedule timelines. This revised schedule may require addition of supplemental crews.

The LDS church has notified us that they will not be able to complete a seminary on the adjacent site, and would like to place one of their portable units on a portion of our lot that they would lease for at least a year. I have spoken to Herriman officials and they do not object to the placement. I have spoken to LDS church officials who have relayed that their legal counsel believe separation of church and state will be maintained to long as we charge fair market price for the land and any other use of the site. The LDS church will be sending lease language for our consideration. My request of the board is authorization to engage legal counsel to review and approve a contract with the LDS church for the rental of a portion of the property for a seminary portable. I believe such a review would be necessary prior to the school executing such a commitment due to nature of the land ownership.

- ***Item of Discussion: 2014 Legislative Summary***

This was a very active year for education legislation. During this legislative session I served as the Legislative Co-Chair of UAPCS and have attended multiple legislative meetings and discussions where proposed and adopted legislation has been discussed. I have tried to assemble in the following document a comprehensive list of the legislation that came from this year's session that I believe could impact PH or require action on our part. A few of these items will require policy or procedure changes on our part.

To try to highlight the important parts of each bill I have bolded in black the provisions I believe will be relevant to our school. At the end of each, in red, I have explained what the impact, or required action by Providence Hall will be. Please note that some of my analysis is based on the interpretation of USOE Attorneys or Legislative Research of likely adopted impact.

Included in the board packets are Legislative updates for 2014.

LONDYN NELSON

- ***Item of Discussion: PHAST Update***

Review of Treasurer's report.

We are working in tandem with Melanie and Nate on plans for the up-coming 5k and carnival.

We are helping with the JH Stomp on April 25th and the HS Prom.

We are looking at possible fund raisers for buses and marquees for both the JH and HS.

Moms and Muffins coming on the 25th at the elementary.

PHAST elections are coming up. We are looking at approval from the board to keep the president, secretary, and the treasurer, but also creating 3 vice-president positions, one for each campus. Each will be over the various activities at their school. They would create their own committees as needed, but over-seen by the president. This will also create a pool for future PHAST presidents. There is a need to educate our new parents on PHAST and the need for volunteers. As they are enrolled, direct new parents to our PHAST organization.

BUSINESS MANAGEMENT

- ***Item of Discussion: February Financial Report (Beverly Ledward)***

Day's cash on hand is 87, an improvement of 4 days over the last month. We paid over \$1 million in construction invoices this month out of our cost of construction bond account. March was a very average month, with no major fluctuations in expenses.

CLOSED SESSION:

Vote:

Robb Enger motions to move the Board of Trustees to a closed session for the purposes of:

- (a) the discussion of the character, professional competence, or physical or mental health of an individual;
- (b) strategy sessions to discuss collective bargaining;
- (c) strategy sessions to discuss pending or reasonably imminent litigation, or
- (d) strategy sessions to discuss the purchase, exchange, or lease of real property

MOTION BY ALICIA HANSEN TO END THE BOT MEETING AND GO TO CLOSED SESSION. 2ND BY LAURIE COMPTON. INDIVIDUAL VOTE: ROBB ENGER, SONYA PETERSON, MELANIE KINGDON ALICIA HANSEN, LONDYN NELSON, LAURIE COMPTON. VOTE IS UNANIMOUS IN FAVOR.

MEETING ADJOURNED BY ROBB ENGER AT 7:35 PM.

Recorder – Folder – A 02/02